



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

APPOINTMENT IS SUBJECT TO ADMINISTRATIVE APPROVAL

POSITION: OFFICE TECHNICIAN, TYPING

1 POSITION

DIVISION: LEGAL

SALARY: 2,510.00 - 3,050.00

FINAL FILING DATE: UNTIL FILLED

Duties and Responsibilities:

Under the supervision of the General Counsel and general direction of Legal Assistant, the Office Technician performs various tasks to support the work of the Legal Division. Provides staff support for the General Counsel Assistant General Counsel. Assists the General Counsel in connection with the review process for the formulation and amendment of forms and manuals, facts sheets, and materials posted on the Commission's website. Maintains the law library; orders and updates legal publications including the Administrative Procedure Act and county, state, and federal court rules; develops and maintains binders summarizing case law relevant to the Political Reform Act. Processes and distributes incoming mail. Proofreads staff attorneys' memoranda and new, amended regulations, letters and other writings as requested. Assists the Division's Legal Assistant (Rulemaking) in the processing of regulations and related duties. Serves as back up to other support staff. Responsible for coordinating maintenance of duplication machine and other equipment; ensuring machines have adequate paper. Responsible for archiving materials pursuant to the agency's retention policy. Other miscellaneous duties.

Desirable Qualifications:

Computer experience including Microsoft Word. Good skills in punctuation, grammar and spelling. Ability to organize and set workload priorities. Dependability, good judgment, initiative and ability to work well under pressure. Ability to communicate and interact well with the public and fellow employees.

Who May Apply:

The applicant must be reachable on a current employment list, be a current or former state employee with eligibility for this classification, or have Surplus/SROA eligibility. All applicants must clearly indicate their basis for eligibility on the state application. Applications will be screened and only the most qualified candidates will be scheduled for an interview.

Where to Apply:

If you wish to be considered for the position, please forward a State application (STD. 678) and resume to:

Fair Political Practices Commission
Office Technician (T) - Legal Division
428 J Street, Suite 620
Sacramento, CA 95814-2329

Contact: Gail Ziese, (916) 327-8692

06/26/06

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.